

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date		Division of Family and Children Services		Application Number	
6/16/83		Management Information Systems		83-871	
Application Number		878 Peachtree St. N.E.		Date Received	
83-14		Atlanta, Ga. 30357		JUL 13 1983	
				Date Completed	
				AUG 31 1983	
2. Person to Contact			Working Title		Telephone Number
Margaret Aldredge			Operations Analyst, Sr.		894-4226
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest		(Georgia Child Welfare Information Systems Transaction Register)			
Latest anticipated		GCWIS Transaction Register			
3/82		7/85			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Division of Family and Children Services, through the leadership of the Director is responsible for administering, supervising, and regulating services to deprived children, adults, and families, State-wide; for serving as liaison with the Regional Office of HHS concerning the status of the State Social Service Plan and for clearing policy questions; and for working with DHR Offices and Divisions to resolve problems affecting the operation of the Division.					
The Management Information Systems Section is responsible for the continuous planning, development, implementation, and maintenance of a system which will provide information to improve the management and quality of services to children as outlined in the State Plan; for conducting ongoing evaluation of programs within the Division and recommending any programmatic changes that are indicated as needed by the periodic evaluations; and for working with other research and evaluation components of the Department.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: recording daily data transactions of the Georgia Child Welfare Information System					
Included are: GCWIS Transaction Register, which provides a record of data entered about recipients of the child welfare system.					
File is arranged: chronologically by date of report					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ;					
twenty-five months and older <u>0</u> ?					
9. Annual Rate of Accumulation or Records					
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) <u>12 cubic feet</u>					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? series consists entirely of computer printout

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | <u>3</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, the GCWIS Transaction Register is needed to provide a data entry audit trail for the Georgia Child Welfare Information System.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other monthly

- ☒ Hold in the current files area 1 month(s); then
- ☐ Transfer to local holding area; hold 12 month(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

**** Records will be output on microfiche on or before FY' 85 (7/85).**

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James J. [Signature]</i>	7-7-83	<i>Paul C. Murphy, Jr.</i>	6/14/83
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			
State Auditor/Designee	<i>[Signature]</i>		8/18/83
Secretary of State/Designee	<i>Edward Weldon</i>		8/9/83
Attorney General/Designee	<i>[Signature]</i>		6-15-83